

Filing Requirements  
for

**DEVELOPMENT AGREEMENT AMENDMENT**

**A. PURPOSE**

The development agreement amendment process is intended to provide an applicant the opportunity to amend an approved development agreement or request additional time to commence with an approved project. Application for development agreement amendment should be made prior to the expiration of the subject approval.

**B. FILING REQUIREMENTS**

1. Uniform Application.
2. Letter of request (see section C).
3. Public Hearing information (see section D).
4. Filing fee (see Fee Schedule attached to the Uniform Application).

**C. LETTER OF REQUEST**

The application for development agreement amendment shall be accompanied by a letter of request. The letter of request must specifically indicate why the approved project will need to be amended or not be constructed/commenced within the approved time approved time period for development and what additional time is requested to complete the project.

**D. PUBLIC HEARING REQUIREMENTS**

\_\_\_\_ TYPED LIST OF ALL PROPERTY OWNERS WITHIN 300' OF THE PERIMETER OF THE PROPOSED PROJECT SITE PURSUANT TO MOST RECENT EQUALIZED ASSESSMENT ROLLS (INCLUDING ASSESSOR'S PARCEL NUMBERS).

\_\_\_\_ TWO SETS OF STAMPED ADDRESSED LEGAL SIZE ENVELOPES (DO NOT USE POSTAGE METER, AND NO RETURN ADDRESS) OF ALL PROPERTY OWNERS FROM ABOVE LIST.